



**POSITION VACANCY ANNOUNCEMENT**  
**City of Seguin**  
**"An Affirmative Action/Equal Opportunity Employer"**

**PERMIT TECHNICIAN– PLANNING/CODES DEPT.                      #1351                      06/17/15**

**Performs computerized permitting/licensing work for the Planning/Codes Department. Responsibilities include taking payments, issuing permits and licenses, scheduling inspections, receiving applications and plans, creating reports, and other clerical duties. Requires a H.S. Diploma or its equivalent; computer experience and aptitude essential; knowledge of modern office equipment and clerical procedures including providing quality customer service in a fast-paced environment; typing speed of 30 w.p.m. and the ability to establish and maintain effective working relationships with co-workers and the general public. Successful completion of pre-employment drug screen required. Starting salary is \$13.67/hr. Applications will be accepted at City of Seguin, 205 N. River, Seguin, Texas 78155. (830) 401-2473. Position open until filled. [www.seguintexas.gov](http://www.seguintexas.gov) AA/EOE**